Proctor Approval Request

WEST VIRGINIA UNIVERSITY AT PARKERSBURG

300 Campus Drive Parkersburg, WV 26104 Phone: 304-424-8000

EMAIL THIS FORM TO YOUR INSTRUCTOR TO OBTAIN APPROVAL FOR A PROCTOR I hereby approve you to use the proctor named above. Special Instructions to Proctor: 1. This exam may not be taken before or after 2. The student must provide proof of their identity through a government issued photo ID 3. This student MAY MAY NOT (circle one) use any textbooks or other written materials to complete the exam 4. This student MAY NOT receive assistance from anyone during the exam unless specified in an attached authorization for accommodation from Disability Services. 5. The proctored exam is not officially accepted until the proctor notifies the instructor of its	Full Na	me of Student:		_ Student ID	
Course for which exam proctor is requested: Term and Year of Course: [] Fall [] Spring [] Summer 20 Course instructor's name Instructor's email address: Name of requested proctor: Proctor organization: Proctor email address: EMAIL THIS FORM TO YOUR INSTRUCTOR TO OBTAIN APPROVAL FOR A PROCTOR I hereby approve you to use the proctor named above. Special Instructions to Proctor: 1. This exam may not be taken before or after 2. The student must provide proof of their identity through a government issued photo ID 3. This student MAY MAY NOT (circle one) use any textbooks or other written materials to complete the exam 4. This student MAY NOT receive assistance from anyone during the exam unless specified in an attached authorization for accommodation from Disability Services. 5. The proctored exam is not officially accepted until the proctor notifies the instructor of its completion. Please email to my address above to notify me of its completion and/or to indicating any issues or irregularities. Proctors: Thank you for your willingness to assist this student in the completion of their education	Studen	t telephone: ()			
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Signature of Instructor: Date:	Signature of Instructor:			Date:	

See Answer Book #V-7, Test Proctoring Procedures for Distance Education

A copy of this approval will be emailed to the approved proctor and student as evidence of approval.